

18 May 2009

**Managers' Internal Control Program Responsibilities**  
**N7 Training and Quality Assurance**

MIC Program responsibilities of N7, Director of Quality Assurance and Training, per references (a), (b), and (g) include:

N7 MIC Program Manager will be responsible for monitoring and reporting internal controls within N7 cognizance (including Navy Orientation Recruiting Unit - NAVCRUITCOM ORIENT UNIT) ensuring controls are functioning correctly and effectively mitigating associated risk. (See HQ MIC Managers responsibilities listed on page 7 of this instruction.)

**N71 National Inspection Team (NIT)**  
**Command Inspections and Production Assessments**

The following will be the responsibility of N71, National Inspection Team (NIT):

1. Conduct Command Inspections of NAVCRUITDISTs. At a minimum, provide a dated and signed copy of the Executive Summary of each NAVCRUITDIST Command Inspection report and a copy of the Post NIT Report to 00IG4 with assessment synopsis. 00IG4 will complete enclosure (2) and attach the summary to substantiate that management controls are in place. This documentation will serve as the basis for the DoN Annual MIC SOA and NAVIG Annual ROA for the NAVCRUITDISTs.
2. Coordinate with cognizant NAVCRUITCOM departments to ensure NIT checklist items and results provided on each NAVCRUITDIST Command Inspection documentation are in compliance with FMFIA Overall Process documentation requirements. Per reference (a) and this instruction, FMFIA reporting requirements include functions, processes, and programs that involve the financial and operational management controls used to mitigate risks and aid in the accomplishment of the command's mission.
3. National Inspection Team (N71) acting as NAVCRUITCOMs primary inspection agent and conducting Command Inspections and Production Assessments of NAVCRUITDISTs, shall support NAVCRUITCOMs MIC Program reporting requirements by conducting Command Inspections, coordinating with NAVCRUITCOM departments to modify checklists as required and reporting inspection results to NAVCRUITCOM departments.